

Gathering supplies:

To create the organizer, look to purchase a single portfolio with 2 pockets and 3-prong fasteners from a local office supply store. The following are examples:

Oxford® Plastic 2-Pocket Portfolio With Fasteners, Assorted Colors



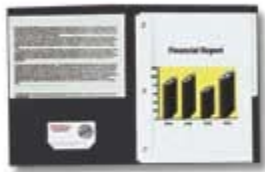
These flexible plastic covers are virtually indestructible. Each durable pocket expands to hold more than 50 sheets of letter-size 8 1/2" x 11" paper. Assorted colors. No color choice.

Duo-Tang Double Pocket Portfolio, Leatherine, 11inx8-1/2in, Assorted



Each cover features three Duo-Tang fasteners and two handy pockets with 1/2in capacity. Inside front pockets are die-cut for business card. Double Pocket; Leatherine; 11inx8-1/2in; Assorted colors.

Oxford® Twin-Pocket Portfolios With Fasteners, Black, Pack Of 10



When you need to do a bulk mailing or prepare a large number of presentations or reports for a meeting, these economical portfolios are the perfect way to keep many papers fastened in their place. The spacious two-pocket area gives you room to place loose papers, brochures, pamphlets or other information. Fine leatherette material with fasteners. They contain a minimum of 10% postconsumer waste and measure 8 1/2" x 11". Assorted pack includes two each of light blue, gray, dark blue, red and black.

You will also need to consider purchasing “insert indexes with pockets”. The following are examples:

Avery® Ready Index® With Pockets, 5-Tab, Multicolor



Pocket on the back side of each divider page allows for convenient storage of papers, notes, and other loose materials. Full-size preprinted tabs run from top to bottom, similar to multicolor Ready Index® Table of Contents dividers. Table of Contents sheet works with existing preset layouts in Microsoft Word®, WordPerfect®, and Avery® LabelPro®.

Avery® Ready Index® With Pockets, 8-Tab, Multicolor



Pocket on the back side of each divider page allows for convenient storage of papers, notes, and other loose materials. Full-size preprinted tabs run from top to bottom, similar to multicolor Ready Index® Table of Contents dividers. Table of Contents sheet works with existing preset layouts in Microsoft Word®, WordPerfect®, and Avery® LabelPro®.

After you have purchased the portfolio with pockets and 3 prong fasteners and the indexes with pockets you are ready to start creating your organizer...